

# Memorandum

To: Contracts Office

Date : August 4, 2010

Telephone: CALNET (916) 651-0313

From : **Administration**  
**Electricity Supply Analysis Division**  
**California Energy Commission**  
1516 Ninth Street  
Sacramento CA 95814-5512

**Subject :**

A. Contractor: Aspen Environmental Group:

B. Contract Manager: Paul Deaver (October 2005)

C. Term of Contract: December 1, 2008, to March 31, 2011 amended to March 31, 2012

D. Amount funded by this contract or amendment and funding source:

\$4,050,000.00 is the total allocation amount for this agreement. The funding source is ERPA.

Purpose of Contract and if requesting amendment, reason for amendment.

Planning for this contract anticipated a start date of January 2008; however, final approval and the effective start date occurred on December 1, 2008, delaying work under this contract nearly one year. Additionally, \$550,000 was encumbered into this contract in June 2010 for several key tasks, including work on demand and supply scenarios for power plant and transmission additions in Southern CA in response to once-through-cooling mitigation policies, improvement in demand forecasting capabilities, and development of improved techniques for probability analysis and risk assessment. A no-cost time extension will provide the additional time needed to effectively manage and complete the work authorized under the contract.

E. Scope of Work - N/A

F. Budget Detail - N/A:

G. Budget Detail - attach as Exhibit B - Budget Detail.

1. Contract budgets must contain the following:

- a. Personal services cost showing individual or position rates per unit of time;
- b. Fringe benefits costs citing actual benefits or a percentage of personal services costs;
- c. Operating expenses including rent and supplies;
- d. Type and cost of equipment to be bought and the disposition of equipment at the end of

- e. the contract.
  - f. Travel expenses;
  - g. Overhead;
  - h. Other specific breakdown required per contract.
2. What payment method are we paying Contractor? Choose all that apply
- a. ☐ Reimbursement in arrears based on:
    - ☒ Itemized Monthly ☐ Itemized Quarterly ☐ Flat Rate
    - ☐ One-time Payment
  - b. ☐ Advanced Payment ☐ Receiving Funds from other entity
  - ☐ Other, explain \_\_\_\_\_
3. Do you anticipate retention to be released prior to the end of the Contract? If so, identify in Budget Detail what tasks are separate and distinct.
- ☐ Yes ☒ No

H. Selection Process Used:

- ☒ Solicitation using RFP, RFQ, IFB or PON
- ☐ Sole Source (attach sole source memo)
- ☐ Other government entity (i.e., state agency, federal or local government, air/water/school district)
- ☐ Other (explain) \_\_\_\_\_

I. Survey of Prior Work: N/A

J. Civil Service Considerations: N/A

K. Information Technology Expenditures: N/A

L. California Environmental Quality Act (CEQA) Compliance:

NOTE: The Energy Commission Contract Manual includes detailed instructions on how to complete this section, with examples of contracts that **are "Projects"** and **are not "Projects"**. When Contract Manager is completing this section, if questions arise as to the appropriate answers to the questions below, please consult with the Energy Commission attorney assigned to review contracts for your division.

1) Is contract considered a "Project" under CEQA?

☐ Yes ☒ No

If yes, skip to question 2.

If no, please complete the following (Public Resources Code (PRC) 21065 and 14 California Code of Regulations (CCR) 15378):

Explain why is contract not considered a "Project"? Contract will not cause a direct physical change in the environment or a reasonably foreseeable indirect physical change in the environment because contract involves

\_\_\_\_\_

\_\_\_\_\_

2) If contract is considered a "Project" under CEQA:

a) ☐ Contract **IS** exempt

Check the appropriate exemption box and fill in the section number of the exemption.

☐ Statutory Exemption. List PRC and/or CCR section number: \_\_\_\_\_

☐ Categorical Exemption. List CCR section number: \_\_\_\_\_

☐ Common Sense Exemption. 14 CCR 15061(b)(3)

Explain reason why contract is exempt under the above section: \_\_\_\_\_

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Please attach draft Notice of Exemption (NOE). Consult with the Energy Commission attorney assigned to your division for instructions on how to complete the NOE.

- b) ☐ Contract **IS NOT** exempt. The Contract Manager needs to consult with the Energy Commission attorney assigned to your division and the Siting Office regarding a possible Initial Study.

M. Disabled Veteran Business Enterprise Program:

☒ Meets DVBE Requirements

☐ Requesting DVBE Exemption (attach Sole Source/DVBE exemption memo)

N. Is Contractor a certified Small Business?

☐ Yes ☒ No

O. Is Contractor subcontracting **any** services? If so, list them and identify if they are a certified Small Business?

☒ Yes ☐ No

Cambridge Energy Research Associates, Inc. (CERA); Energy and Environmental Economics, Inc; Evolving Logic; Granite Financial Solutions, Inc. – Certified Small Business; Itron; Jensen Associates; Katz & Associates; KEMA, Inc.; M.Cubed; MRW & Associates, Inc.; Navigant Consulting, Inc.; Power Economics; RAND Corporation; Rumla, Inc.; Summit Blue Consulting, LLC; Ventyx Energy.

P. Miscellaneous Contract Information:

1) Will there be Work Authorizations? ☒ Yes ☐ No

2) Is the contractor providing confidential information? ☐ Yes ☒ No

3) Is the contractor going to purchase equipment? ☐ Yes ☒ No

4) Will progress reports be required? If so, check frequency:

☒ Monthly ☐ Quarterly ☐ other (please describe) \_\_\_\_\_

5) Will a final report be required? ☒ Yes ☐ No

6) Are resumes attached for all consultants ☐ Yes ☒ No

7) Is the contract, with amendments, longer than a year? If so, why?

This Contract Amendment is for just one year.

8) What basis did you use to determine that the price, or rate, is reasonable?

Be specific, this is required by DGS. Describe the steps you took to compare rates between firms i.e., did you conduct a phone survey? If only one bid was opened, in an RFP solicitation, you must state why that rate or price is reasonable: N/A\_\_\_\_